



Finance & General Purposes Committee Meeting
Monday 28th September 2026 at 7:00 pm
Venue – Council Chamber – The Ilfracombe Centre, High Street, Ilfracombe

Minutes of the Finance & General Purposes Meeting held at 7:00pm on Monday
28th September 2026

Members Present:

Cllrs: T Huggins (Chair), J Quinn (Deputy Chair), D Turton, G Coulter, B Gear, N Basil as well
as M Fay (Mayor) or J Williams (Deputy Mayor)

Officers Present:

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer) and I Howard (Minute
Taker)

F2609 - 1. Welcome by Chair – Cllr Huggins welcomed the assembled.

F2609 - 2. To note apologies and reasons for absence. – Apologies were received from
Cllrs Irwin and Crabb (personal).

**F2609 - 3. To receive and record Declarations of Interest as per Localism Act 2011
Section 31.** – None received.

**F2609 - 4. To receive and agree any Chair's discretion – for any matters or
announcements for Information only.** – The PO had items to raise.

F2609 - 5. Public participation – None received.

**F2609 - 6. To adopt minutes of F&GP meeting held 24th August 2026 and to note matters
arising.** – Motion to adopt these minutes was proposed by Cllr Gear, seconded by Cllr Quinn
with all in favour.

**F2609 - 7. To determine which items, if any, of the agenda should be taken with the
public excluded – Public Bodies (Admission to Meetings) Act 1960, Section 1,
Paragraph 2.** – No items to be taken with the public excluded.

F2609 - 8. Finance and Audit – RFO Report ITC 26083

**F2609 – 8.1. To approve and authorise Accounts and authorise by signature monthly
bank reconciliations.**

F2609 – 8.1.1. Signing of Reconciliations – The accounts were proposed by Cllr
Gear, seconded by Cllr Quinn with all in favour. These reconciliations were approved.
The signatures for the reconciliations were taken prior to the meeting.

F2609 – 8.1.2. Outstanding Payment Report – Debtors – The RFO updated
members on outstanding debts and advised that one bad debt would be submitted to
Full Council for approval to be written off. She will also propose amending the
Financial Regulations to allow F&GP to write off bad debts up to an agreed limit.

F2609 – 8.2. To receive and approve items of expenditure including addendum submitted on the day. – Cllr Turton proposed that all expenditure items, including those on the addendum, be approved for payment. This was seconded by Cllr Huggins and unanimously agreed.

F2609 – 8.3. Budget Review

F2609 – 8.3.1. ITC 26084 – to Consider Plan for 2027/28 Budget and set up Planning Group – Cllrs Turton and Huggins both volunteered to be a part of the budget group with the first meeting due to take place 19th October at 6pm prior to the Planning committee meeting.

F2609 – 8.4. ITC 26085 – to consider the AGAR Audit Response and any further Action – Following discussion, Cllr Huggins requested that a letter be sent to the auditor to receive clarification that the issue highlighted has since been resolved.

F2609 - 9. General Purposes

F2609 – 9.1. Town Team Update – These minutes were noted by members.

F2609 – 9.2. Lantern Nursery update – To review and agree to obtaining a skip to enable clearing of the site. – The PO reported that the agreed remedial works had begun and that a licence had been sent to the company intending to take over in December. Cllr Quinn proposed hiring a skip to clear the nursery, seconded by Cllr Gear and unanimously approved.

F2609 – 9.3. CCTV update – To review and agree quotation for an additional camera at St James Bus Shelter – Motion to agree the quotation for the additional camera was proposed by Cllr Turton, seconded by Cllr Gear with all in favour.

F2609 – 9.4. To review the Car Park Charges for 2026/27 & 2027/28 – Following discussion, Cllr Quinn proposed that the PO establish whether NDC planned to increase its charges. If so, the matter would be referred to Full Council for a decision.

F2609 - 10. Correspondence

F2609 – 10.1. Email from Sea Ilfracombe – To consider and respond in relation to request. – Motion to agree the use of the Car Park for Sea Ilfracombe was proposed by Cllr Gear, seconded by Cllr Huggins with all in favour.

F2609 - 11. Chairs Discretion – for information only – The PO advised that the October committee meeting will consider establishing a working group to review the pay structure for all roles. A future decision will also be required on whether ITC or OI should act as the accountable body if funding for the Town of Culture Bid 2026 is secured.

The Chair declared the meeting closed at 20:18hrs, the next Finance & General Purposes Committee Meeting will take place on Monday 26th October 2026 at 19:00hrs in the Council Chambers.

**Cllr Trevor Huggins
Chair of Finance & General Purposes Committee
Ilfracombe Town Council**

29/09/2026